Kakanui School

"Simply the BEST wee rural school!"

Information Pack



KAKANUI SCHOOL
3 Fyfe Street, Kakanui 9495

Phone: 03 439 5837
E-Mail: office@kakanui.school.nz
principal@kakanui.school.nz

Staff and Board of Trustees

Staff for 2026

Principal	Ann Roughan
Teachers	Ann Roughan – Year 6, 7 and 8 Teacher in Room 1
	Kat Ratcliffe – Year 3,4 and 5 Teacher in Room 2
	Julie Miller - Year 1 / 2 Teacher in Room 3
Teacher Aides	Amanda McGregor Natalie Carpenter
School Administrator	Amanda McGregor
Librarian	Amanda McGregor
Caretaker	Peter Wright, Amanda McGregor, Ryan Pigou
Cleaners	Natalie Carpenter
Pool Caretaker	Amanda McGregor, Ryan Pigou
Dental Therapist	Based at Oamaru North School

Board of Trustees Role

The Board of Trustees is the body that governs the School. The Board of Trustees has responsibility for setting school policies and has oversight of the management of the school and its resources, as distinct from the day to day management, which is the responsibility of the Principal.
Procedures and processes used within the school encompass all activities and facets of operation and management. These procedures are regularly reviewed and amended. Occasionally they are published in the school's newsletter.

The Board of Trustees welcomes parents to the meetings. Minutes of the meetings are available at the school office.

Board Members – 2025/2026

Chairperson:	Richard Scott
Board Members:	Matthew Thresher
	Enya Fisher
Staff Representative:	Kat Ratcliffe
Principal:	Ann Roughan
Minutes Secretary:	Amanda McGregor

General School Organisation

Absences

If your child is going to be absent, late, or has to be collected for an appointment the school must be notified. Please phone (03 439 5837) ,email (office@kakanui.school.nz) as soon as possible. Please leave a voicemail as this is an automated system that is texted and emailed to the Office administrator immediately.
Children are expected to remain at school until 3.00pm each day.

Bikes/Scooters/Skateboards/Ripstiks/Rollerblades and any other wheels

Children who cycle to school are required to wear an approved safety helmet. Children are encouraged to use the tracks to get to and from school, to help avoid travel on the streets. Children under the age of eight are discouraged from cycling on the road.
It is compulsory to wear a helmet when using wheels on our school grounds during school hours. We encourage children to only use their own wheels at school and not to share due to damages that may incur.

Brain Break

Children have a brain break daily. The Ministry supplies fruit for this from Week 2 of each term. For the first two weeks of the term please send a healthy snack (fruit, nuts, carrot, celery, dried fruit etc.) in your child's lunchbox.

School Lunches and other food available

Children are supplied with Ministry school lunches daily. This is a rotating menu delivered to school each day. We advise parents to pack lunch in case children won't eat what is supplied. We are also supplied with snack foods from Kidscan for anyone who is still hungry or has forgotten their lunch box.
For anyone needing breakfast or as extra food we are supplied with Weetbix and milk through Breakfast in Schools.

Contacting Staff

If you wish to discuss anything with the principal or teachers, please make an appointment to see them by phoning or emailing the office to make this appointment.

Enrolment

There is an enrolment process to follow when your child starts school:

- Enrolment packs are available from the Kakanui School Office.
- All students must complete enrolment forms.
- Please carefully read, complete and return the enrolment forms and supporting information to the office on or before your child's first day at school.
- Enrolment documentation must include proof of date of birth and immunisation details.
- The Ministry of Education requires schools to identify information about student eligibility, Maori Iwi affiliation and immigration status.

Healthy Nutrition

The school encourages healthy eating at school. Drink bottles must be filled with water (students can have these in class). Please don't send lollies or fizz during the school day.

Timetable

8.55am - Bell to start the day
8.55-9.00am - Roll and notices
9.00– 10 am - Maths
Break - 10-10.15am
10.15-11.15am – Literacy (Spelling/Writing)
Break - 11.15-11.30am
11.30am-12.30pm – Literacy (Reading/Handwriting)
12.30-1.15pm - Play
1.15-1.30pm – Eat lunch
1.30-3pm – Learning block – Art, inquiry, Te Reo Maori, PE

Children are encouraged to arrive from 8.30am (unless prior arrangements have been made) and are encouraged to leave for home at 3.00pm. All children should have left the school grounds by 3.15pm and called in at home before returning to the grounds for play.

Money to school

We prefer to have all payments made via internet banking. Our bank details: Kakanui School Board of Trustees 03 0937 0217532 00. Any money that is sent to school should be in a named envelope and should be dropped directly at the office.

Newsletter

The newsletter is the main avenue for sending home information, dates, times, events, activities and additional notices. It is assumed by all staff that parents and caregivers read the newsletter when it is emailed and a paper copy sent home. We usually send a newsletter out fortnightly on a Wednesday or Thursday. Should you wish to have a notice published in the newsletter, please contact the school office.



Notices/reminders

Other notices and reminders will be emailed out to parents, a paper copy sent home with the children or posted on Facebook. Extra notices are attached to the Newsletter. Any community events and sporting opportunities are emailed to parents or displayed in the newsletter.

Dropping Off - Picking Up Children

Children can be dropped off and collected from either entrance. Remind children about safety in the carpark. The car park located closest to the school buildings on School Road is reserved for staff parking only. We prefer this entrance to not be used during the winter months as it is one laned and the grass is very mucky and vehicles easily get stuck.

Stationery

We have purchased all stationery requirements for all classes for the year. Each student is required to pay a one off fee of $40.00 for 2026. We have done this for the last three years and have found it to be successful, everyone has everything they need for day one of the year. If you wish to cover books let us know so we can send them home.

Facebook

Visit and LIKE our Facebook page. We regularly update it with events, notices and photos of what we have been doing during our learning journey.

Children's Welfare and Support

Administering Medicines

All medication must be delivered to the school in a secure container clearly labelled with the child's name and dosage to be given. Medication cannot be given from bottles/containers not prescribed for the child concerned. A register is kept of all medication given.

First Aid/Emergencies/Illness

Occasionally children suffer minor bumps and bruises that require treatment and attention. Please keep this information up-to-date for our records. We will contact parents if we are concerned about any injury. If your child feels unwell before school, please don't send them along until they are 100% better. There is a stand down period for some illnesses of 24-48 hours (vomiting/diarrhoea bugs).

Allergies

Please inform us of any allergies or medical information concerning your child and give us details of the procedure and medication that is to be administered. Please keep this information up-to-date for our records.

Health Nurse

A Public Health Nurse visits the school on a regular basis, addressing parents' concerns, helping with health programmes, and conducting screening, monitoring and vaccination programmes. If you have issues that you would like looked into, please discuss these with your child's classroom teacher. Teachers can then organise a referral to the health nurse.

Counselling

We can help families with support and guidance – should this be required. We make regular use of the Public Health Nurse, Resource Teacher of Learning and Behaviour (RTLB) , Strengthening Families and Group Special Education (GSE) who are professionally trained in dealing with children who are suffering with emotional and behavioural problems.

Dental Therapist

Dental Therapist is based at 43 Exe Street, Oamaru. Dental appointments are sent by text. Contact can be made by phone 03 434 6170 or 0800 672 543. They ask the school for current addresses to be shared with them so please notify us of any changes.

Health and Safety

The Board of Trustees is committed to ensuring that the school environment is clean and safe for children and staff. All known hazards are either made safe or isolated. Children need to maintain a level of self-awareness of the potential dangers in all areas of the school. Prior to any trip away from the school grounds, staff complete a comprehensive Risk Analysis Matrix (RAM) to minimise possible dangers and risks. The school requires parents to complete a generic trip permission form at the beginning of each school year. This covers all local activities. Please ensure that the form is completed and returned at the beginning of the school year or with enrolment. Should permission be sought for participation in an activity outside of the Kakanui and Oamaru area, a form specific to that trip will be sent home.

Class Programmes

All classroom programmes are based on the New Zealand Curriculum Refresh in each of the eight essential learning areas. Staff strive to deliver balanced and interesting programmes that meet the needs of the children and satisfy legislative requirements.
We run a structured literacy (Ideal programme) and structured maths (Maths no problem) programmes in all classes daily in the mornings. An Integrated Inquiry Learning approach is used to deliver Social Studies, Science, Technology and Health. The Arts and Physical Education may be taught separately or integrated. Teaching staff are often upskilling with professional development opportunities.

Reporting

Teachers provide regular oral reports to parents. These are essential in helping us to share with you, your child's success, achievements and areas of need. Student reports are sent home twice each year. These summarise your child's progress in Reading, Writing and Mathematics and provide information about progress and achievement in other curriculum areas.
Goal setting meetings and student led conferences may be held in Terms 2. Reports are sent home near the end of Terms 2 & 4.

Behaviour Management

Behaviour standards in our school reflect our values of Belonging, Excelling, Being Strong and being part of a Team. We use a restorative approach that leads children to manage themselves and to accept personal responsibility for their behaviour and any consequences of their actions. We also encourage the children to be bucket fillers within their schooling and home life, which is encouraging positive comments and actions towards others.

Shared learning

Families will be invited to share the children's successes and achievements and other social events. We welcome your support. We have an open door policy and welcome any visitors to the classrooms.

Helping Children at Home

Once children have started school a partnership is formed between home and school. Encourage them by admiring work brought home and show interest in your child's activities. Insist on early nights – tired children seldom perform well at school. Having everything they need packed for the day (sunhat, jacket, swimming gear, drink bottle, fill lunchbox) appropriate clothing for the weather, sunscreen on in the morning, any items needed for the trip.

Homework

Research says that homework does not benefit children. Our expectation is that children will read daily – whether it be a reading or library from school or a book from home. If you do want your child to have homework, please contact their teacher to discuss.

Sun Care

All children should dress appropriately to protect themselves against the intensive sun. Shirts should be worn at all times when outside. It is expected that parents apply sunscreen before dropping children to school in the morning. Shaded areas have been built to enable the children to sit in comfort when having lunch. A **"no hat, no play"** policy is implemented in Terms 1 and 4. Sunhats can be provided for those who don't have them.
We re-apply sunscreen before lunchbreak.

Programmes

After School Activities

Families will be notified of any after school activities (such as sports or music lessons) when they become available via the newsletter or email.

Afterschool Club

We provide an after school club to those students that cannot be picked up at 3.00pm. It is run by Sarah Mills (local parent and fire service volunteer) and Prada Hughes (an older sibling). Times are 3.00pm – 4.30pm, Monday – Friday each week. Please contact the Office before 1.30pm to book in. Cost is $15.00 per person per day. Payment is to be made directly to the After school club carer on the day or at the end of the week.

Assembly

We have an end of term assembly that parents are welcomed to. Assemblies are used to share the student's learning experiences and to recognise and celebrate their achievements and families are encouraged to attend. Times and dates to be decided each term and announced in the newsletter. Our end of year assembly is always a special ceremony and can take longer (sometimes at the Kakanui hall) as we like to celebrate the year with cups and certificates, and farewell any students heading away to High School with speeches and gift ceremonies. Every second Friday's we run a "Friday Get-together" where the whole school sing, do a clean up, share work and then celebrates with our "Gotcha" reward system for following our school values.

Whanau evenings

We like to have Whanau get togethers throughout the year so families can come together and socialise and celebrate the school and children's learning journey. We also like to have a Matariki community celebration. We usually have a potluck meal, lantern walk and singing.

Information and Communication Technology

The school has a network computer system that enables communication and multiple internet access. Students from Room One and Two (year 3-8) have an assigned device for use and we promote responsibility and digital citizenship. A consent form is sent home at the start of each year. Any misuse is taken seriously. We also have ipads for use across the school.

Learning Experiences Outside the Classroom (LEOTC)

All students at some stage make use of the wealth of local resources that are available to supplement class programmes. Activities range from aquatics, camps, trips and visits. We aim to increase the children's knowledge of the special features and facilities located in their immediate environment. Our aim is for our older students to experience a camp annually for a week. The year five children go for one night. We have a 3-4 year rotation so each year is a different venue with different activities which we tailor to sort the children. Other programmes include: Firewise, First Aid, Life Education, Surf Life Saving (2-3 yearly cycles) and swimming lessons (yearly)

Learning Support

The school employs teacher aides to provide teacher and child support on an individual or in-class basis. During literacy and numeracy programmes. Each classroom has a teacher aide daily. Some of our specialists that come in and work with our children and staff: RTLB , Speech therapy, Vision and hearing testing, Public health nurse (Lesley Henderson)

We have Shannon McLeod who visits twice a week. She works on structured literacy and speech. This is funded by families.

We have other services available to children and families if needed, Altruza (swimming lessons) Oceans programme (grief and loss), Able minds (understanding mental illness and addiction), Counselling.

Library

The school has a well-stocked library and each classroom aims to visit each week for the children to issue a book to take home and for the classroom library.
Damaged or lost books could incur a replacement charge, please contact the school office should either of these happen.



Parent Help

We are pleased to have mothers, fathers, grandparents, and caregivers along to school as helpers in the classroom. Helpers can either help in the class with children, or by making games and resources, coming on trips, providing transport or helping around the gardens. Anything is greatly appreciated.

School Values

We have four school values: Belong, Excel, Strong and Team. These values are integrated into all unit plans throughout each year with one term allocated to each value. There is recognition of these at assembly.

Inter-school activities

Kakanui are involved in a range of sports and activities at inter-school and regional levels. Children have the opportunity to represent the school in:
Sports teams, swimming sports, cross country, speech competition, athletics, Kaupapa and Music festival.

Year 7 and 8 Programmes

All Year 7 and 8's go to Oamaru Intermediate for technology one week each term throughout the year. Tuesday to Friday. Subjects on offer are: Digi tech, Art, Hard materials and Food technology. They are collected and returned on a smaller bus service during this time.

Children need to be at school by 8.30am for the bus on these days. They attend with up to two other rural schools.
The Year 7 and 8's programme meets once or twice a term throughout the year with Hampden and Maheno students to participate in a range of activities and form friendships before High School. Parents are encouraged to assist with transport for these outings. They usually take place on a Wednesday or Thursday 12.30-2.30pm.
There is also an additional Year 8's programme with all the local rural schools where they participate in a range of activities throughout the year including an overnight leadership camp at Iona, this is at the start of the year to help form relationships. They also visit their chosen High School for Science day, Orientation day with the children they have met on these days. It helps make the transition to High School less daunting.
We will request further visits to High School for those children who may need it to prepare. Keep an eye out for any information around High School Open days/nights via email or on the High School Facebook pages.
We encourage parents to go to High School Open days/nights in Year 7 and if you wish to send your child to St Kevins and get your application in during Term 1 of the year your child is a year 8 as the application process for St Kevins can be quite a short time frame.

Sports Uniforms

Students will wear these uniforms on any trips, sports events and sports teams where our school is represented.

Sports teams and outside instructors

We have specialised sporting instructors visit throughout the year to teach skills and games (Youthtown, hockey,cricket, netball, tennis, basketball).
Any team sport information is emailed out to parents to see if children are interested in playing. We usually have teams for touch rugby, futsal, and basketball. If we don't have enough of our own players for a team we will try our best to join with other schools so no one misses out on playing. Winter sports (netball, football and rugby) are run through clubs. We email out the information as we receive it.

Swimming

All children will have instructional swimming delivered by a swimming instructor (Lynne Sinclair) and teachers in Term 1 and Term 4. The school currently pays for all swimming lessons so the expectation is that everyone participates. We also take part in the swimming sports. Pool keys are available to rent for Term 1 and 4 for a fee for school families.

Visiting Performers

When available, we will have visiting performers throughout the year, or we will go to see local performers or places (Forrester Gallery, performances at the Opera House). Performances enhance school programmes by allowing the children to experience events and artists that are not normally accessible to them.

Fundraising

Fundraising Group

We will ask for support on events, items for baking or raffles. It is an expectation that all parents with enrolled children help with any school fundraisers throughout the year. You will be delegated a job. In the past, projects completed have been the bike track, subsidising trips or ipads, new 5 bay swing set, purchasing outdoor equipment.